



SY 13-14 SNP Application Renewals

**Kentucky Department of Education
Division of School and
Community Nutrition**

Presented by:
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May 2013



Today's Agenda

- ✓ Changes for SY 13-14
- ✓ Logging in to CNIPS
- ✓ Review of tabs and Program Years
- ✓ Renewal process steps
- ✓ CNIPS Resources for assisting the sponsor
- ✓ Your Program Consultant for NSLP Renewal Approval



Good News!

Most of your information from the 12-13 sponsor application rolls over into the 13-14 school year!!!



We should be happy about that!



Logging In

The Support Branch provides each sponsor with a user id and password. Please contact Mike Sullivan if you are a new user to CNIPS and need a user name and password.

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Returning Users: Log On

User ID:

Password:

Log On

Welcome to CNIPS!
Last Updated: 5/1/2012

Please login to the system using the username and initial password provided to you at CNIPS training. Upon a successful login you will be asked to change your password. See our password policy below. If you have forgotten/lost your user ID or password please contact the COT Help Desk.

Need Help?

- Lost or forgotten passwords - Contact the COT Help Desk at (502) 564-7576. Questions on the CNIPS system application should be directed to the SCN Help Desk at (502) 564-5625.



Application

After logging into CNIPS choose
Application>Application Packet from the menu



Program Year

Choose School Year 13-14 to work on the next
year's application:

Select School Year

10003 Status: Active
Barren County
 DBA:
 202 W WASHINGTON ST
 GLASGOW, KY 42141-2416
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Currently, there are 2 School Year(s) available. Select the year you wish to access.

School Year	Date Range	Application Packet
NEW! 2013 - 2014	07/01/2013 - 06/30/2014	Application Packet on File
2012 - 2013	07/01/2012 - 06/30/2013	Application Packet on File



Enroll

Click 'Enroll' to enroll for SY 13-14.

The Sponsor has not started in the current year (2014).

Click 'Enroll' to enroll for this year based on your prior year's information.

...then click 'OK' to confirm you want to enroll



Renewal Process

All existing sponsors will have their information roll over into school year 2013-2014. The basic process shall be:

- Review the existing information. Update any new or changed information, including adding any new sites or closing sites.
- Certify the sponsor/site application.
- Submit new checklist items.
- Submit the application packet.



NSLP Renewal Application Packet

✓ Sponsor Application

✓ Site Application(s)

✓ Checklist

2013 - 2014 Application Packet

10236	Status: Active	Packet Submitted Date:
Wayne County	DSA:	Packet Approved Date:
1025 S MAIN ST	1025 S MAIN ST	Packet Original Approval Date:
MONTICELLO, KY 42633-2762	Type of Agency: Educational Institution	Packet Status: Not Submitted
Type of SNP Organization: Public		

Action	Form Name	Latest Version	Status
View Modify	➔ Sponsor Application	Original	Pending Validation
	➔ Community Eligibility Option (CEO)		Site Eligibility Missing
Details	Schedule		
	Checklist Summary		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	5	0	0	0	0	5
Seamless Summer Option	0	0	0	0	0	0	0



Changes for SY 2013-2014

Only a few changes have been introduced for SY 2013-2014:

- Two additional checklist items
- Additional question item on verification method in sponsor application




Checklist Items



New checklist items for SY 2013-2014 include:

Procurement Certification and Indirect Costs Addenda.

Most of these checklist items are hyperlinks and available to print by simply clicking on the form. Forms can be completed, scanned to your desktop, and uploaded from there. Don't forget to check that you have submitted it and indicate the date.

Required Forms/Documents to send to SCN	Document Submitted to SCN	Date Submitted to SCN	Document on File w/SCN
Statement of Authority for NSLP	 <input checked="" type="checkbox"/>	04/05/2012	<input type="checkbox"/>



Verification Method



- Select the verification method you wish to use.
- SCN will review and approve your selection.

Verification Method

26. Which type of Verification Method do you intend to use?

- ☐ Standard
- ☐ Alternate I
- ☐ Alternate II
- ☐ No Verification to be Performed

- Full CEO sponsors will not complete verification – so they will mark 'No verification to be performed'



Review your info

Sponsor Application

- ✓ Review contact info and update as necessary
- ✓ Answer any items that don't roll over

Site Application

- ✓ Answer any items that don't roll over



Ready to Submit?

- ✓ Green checkmarks signify you are ready to submit!

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	✓ Checklist Summary (7)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	6	0	0	0	0	6
Seamless Summer Option	0	0	0	0	0	0	0

[< Back](#)
[Submit for Approval](#)
[Withdraw Packet](#)



Now what did I forget...



Don't forget to...

- ✓ Update apps for any new contacts
- ✓ Contact SCN to consolidate any feeding sites if two or more schools eat in the same cafeteria
- ✓ Update feeding sites – add new and close any old feeding sites
- ✓ Ask questions if you need help!



Deadline

Non-CEO Sponsors

SNP applications are due June 14

CEO Sponsors

SNP applications are due June 7



Help Resources for SNP Application

Sponsor User Manual – contains instructions and screenshots on what needs to be done.

Tip Sheet – What must be compiled beforehand to complete the application packet; reminders included for sponsor use

Frequently Asked Questions – simple document to communicate with sponsors on common questions and issues when encountered.

Location: <http://education.ky.gov/federal/SCN/Pages/Online%20Reporting.aspx>
or click 'Need help?' on the CNIPS login page



Questions?

Please contact your assigned program consultant if you have any questions.

Thanks!